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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 1400.1C**Effective Date: February 13,  
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**Subject: NASA Directives System Procedural Requirements w/Changes 1-4, 12/5/03****Responsible Office: Management Systems Division**[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chp1](#) | [Chp2](#) | [Chp3](#) | [Chp4](#) | [AppdxA](#) | [AppdxB](#) | [AppdxC](#) |  
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## CHAPTER 3. Responsible Officials

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### 3.1 Associate Deputy Administrator

The Deputy Administrator, or as directed, the Associate Deputy Administrator determines the need for each directive and directs the appropriate NASA officials to coordinate the directive, assigns suspense dates for the coordination process, and concurs on each directive in its final form before securing the approval signature.

### 3.2 Assistant Administrator for Management Systems

The Assistant Administrator for Management Systems has overall management responsibility for the NASA Directives System.

### 3.3 Officials-in-Charge (OIC) of Headquarters Offices

3.3.1 Overall Responsibility. OIC's determine their organization's need for a directive, assign the action to create or revise a directive to staff members, submit directives for the monthly Summary of Actions Report, secure appropriate coordination and approval signatures on directives, cancel directives when they are no longer needed, and designate a Directives Manager to assist, guide, and monitor the organization's directives activities. OIC's are responsible for determining which directives their office should review during the concurrence cycle.

3.3.2 Waiver Process. Should a directive include a provision to permit a waiver or deviation from a requirement found therein, the authorization must be made by the OIC in accordance with the procedures specified in the directive.

3.3.3 Process for Publishing Interim Policy.

3.3.3.1 The originating office must a. secure the written approval of the proposed Interim Policy by the originating OIC, the Office of Management Systems, and the Office of the General Counsel by explaining the exact urgent requirements that make the use of an Interim Policy necessary, and b. submit the approved Interim Policy to the Management Assessment Division for processing.

3.3.3.2 Should the need arise for the promulgation of Interim Policy or procedure, the temporary document will be linked to NODIS as prescribed by the Management Assessment Division.

3.3.3.3 The originating office must either incorporate the interim policy into an existing directive or create a new directive. Revised or new directives must be coordinated using the process described in paragraph 1.4 and be approved by the Administrator. Interim Policy has a sunset date 12 months after approval.

### 3.4 NASA Center Directors

NASA Center Directors, or designee(s), are responsible for ensuring compliance with NASA directives and ensuring that Center directives do not supersede or duplicate material adequately provided in the NASA Directives System.

Center Directors are responsible for designating a Center Directives Manager as a point of contact to assist, guide, and monitor directives activities. Center Directors or designees are the signature authority for Center directives.

### **3.5 Institutional Program Offices (IPO)**

IPO's are responsible for coordinating directives with their respective Centers, representing the position taken by the Centers, and consolidating Center comments into a single position for their respective institutional area.

### **3.6 NASA General Counsel**

The NASA General Counsel is responsible for reviewing for legal propriety and commenting on all directives during the coordination and clearance process and for concurring prior to concurrence by the Deputy Administrator, or by direction, the Associate Deputy Administrator and signature by the cognizant approving NASA official.

### **3.7 Inspector General**

The Inspector General is responsible for reviewing and commenting on all directives during the Official Review Process to identify their possible impact on effectiveness of NASA programs and preventing fraud, waste, and abuse in NASA programs.

### **3.8 NASA Chief Financial Officer**

The NASA Chief Financial Officer is responsible for reviewing and concurring on all directives to ensure that proper consideration is given to financial issues.

### **3.9 Assistant Administrator for Human Resources and Education**

The Assistant Administrator for Human Resources and Education maintains [NPR 1000.3](#), [The NASA Organization](#), and coordinates any revisions to it. The Assistant Administrator for Human Resources and Education coordinates the review of proposed directives with the national offices of Federal labor organizations and is responsible for reviewing and concurring on all directives.

### **3.10 Management Assessment Division**

The Management Assessment Division is responsible for the management of the NASA Directives System through the establishment and enforcement of policies and procedures in [NPD 1400.1](#) and this NPR. The Management Assessment Division is responsible for the following:

- a. Assisting and supporting the Deputy Administrator or Associate Deputy Administrator in processing NASA directives,
- b. Reviewing and concurring on all directives (see 1.4.2.4 a.),
- c. Ensuring that proper attention has been given to comments received from reviewing officials during the coordination process and that any nonconcurrences are resolved or rationale for nonacceptance is documented and available in the signature package (see 1.4.2.5),
- d. Verifying the accuracy of the directive in its final form and the completeness of the signature package when it goes to the Deputy Administrator or the Associate Deputy Administrator for concurrence and the appropriate NASA official for signature,
- e. Tracking, monitoring, and reporting activities associated with processing NASA directives,
- f. Ensuring document control through maintenance of the NODIS library, the NODIS database, and the signed approval package, and
- g. Training and assisting originators and Directives Managers in the performance of their duties.

### **3.11 Directives Managers**

3.11.1 The Directives Managers are the points of contact in each Headquarters organization and each NASA Center for matters dealing with and pertaining to NASA directives. They assist and support the OIC's and Center Directors with directives activities and issues, including assurance that directives are prepared and coordinated in accordance with prescribed requirements.

3.11.2 Center Directives Managers are responsible for --

- a. Managing the Center's Directives Management process.

- b. Providing assistance for Center personnel in accessing the NODIS Library.
- c. Coordinating the official Center review of Agency directives.
- d. Determining appropriate reviewer(s) and ensuring that the reviewer(s) have access to directives.
- e. Consolidating the reviewer(s) comments into the official Center response.
- f. Submitting Center's official comments to IPO on or before IPO's suspense date.
- g. Managing and maintaining a current online repository for Center directives.
- h. Maintaining a master list of Center directives.
- i. Maintaining case files for all Center directives in accordance with [NPR 1441.1, Records Retention Schedules](#).

### 3.12 Quality Control Liaison

Each Headquarters code has a designated assigned Quality Control Liaison (QCL). Directives signature packages must be reviewed by the QCL of the originating organization. The QCL must sign on the Action Document Summary (NHQ Form 117).

### 3.13 Agency Records Officer

The Agency Records Officer maintains the Agency Filing Scheme's subject classification list ([NPR 1441.1, Appendix A](#)), used to number directives in coordination with the Management Assessment Division, the Headquarters Correspondence and Mail Communications Management Office, and the Office of the General Counsel.

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